

# HILLSBORO GARBAGE DISPOSAL AUTO-PAY

## WHY HGD AUTO-PAY?



### Save Time

Save the time it takes to write and mail your payment check.



### Rest Assured

Rest assured knowing your payment will arrive on time and that you'll never face a late payment charge as long as sufficient funds are in your account, available for withdrawal.



### Save Money

Save the expense of postage and check-writing fees.

## WORRY-FREE PAYMENTS

With **Hillsboro Garbage Disposal Auto-Pay** you can arrange to have your payment drafted from your personal checking or savings account, automatically. It makes paying your bill as easy and convenient as possible, because we do it for you.

To sign up for **Hillsboro Garbage Disposal Auto-Pay** simply fill out and sign the Authorization Agreement to draft from your account the amount due from your Hillsboro Garbage Disposal bill. Drop off or mail the completed, signed Authorization Agreement with a voided, blank check or savings account deposit slip. Mail to:

Hillsboro Garbage Disposal, Inc.  
Attn: AUTOPAY  
PO Box 99  
Hillsboro, OR 97123

You will know when you are set up with **Hillsboro Garbage Disposal Auto-Pay** when your statement displays "AUTOPAY - DO NOT PAY." Until you see this on your bill, continue making payments.

On the first **Hillsboro Garbage Disposal Auto-Pay** payment due date we will draft your personal account for the payment due.

Your next billing statement will reflect the automatic payment credited to your account, your new balance, and the amount of your next automatic payment.

## ANSWERS TO YOUR HILLSBORO GARBAGE DISPOSAL AUTO-PAY QUESTIONS

### **My bill can be different each month. How will I know what is being taken out of my account?**

You will receive a detailed statement from Hillsboro Garbage Disposal, Inc. showing you the charges you owe for in the statement period. You will receive this bill prior to the automatic payment being drafted from your account. You will have time to review the statement and call our office with any questions or concerns you might have at 503.648.4219.

### **When are the funds taken from my account?**

The payment amount due is withdrawn on the 15th day of the month. If the 15th falls on a weekend, the withdraw takes place the first business day following a weekend.

### **I won't have a canceled check. How will I prove I made a payment?**

Your bank statement will show the date of the automatic payment and the exact amount.

### **Is there any risk with Hillsboro Garbage Disposal Auto-Pay?**

Hillsboro Garbage Disposal Auto-Pay is less risky than making a payment by mail. It can't be lost and undelivered and it is very accurate and quick.

### **What if my payment is rejected?**

Payments may be rejected by a financial institution for insufficient funds, closed accounts, or other reasons. If your payment is rejected for any reason, we reserve the right to charge a \$25 Non Sufficient Funds fee on your next statement. We may also discontinue your participation in the **Hillsboro Garbage Disposal Auto-Pay** program if your payment is rejected more than once in a twelve-month period. Your financial institution may also charge fees for rejected payments.

### **How do I discontinue participation in this program?**

If you find auto-pay is not for you, simply write us a letter or email us at [autopay@hillsborogarbage.com](mailto:autopay@hillsborogarbage.com)

### **Where do I find my bank's routing number?**

Your checks have the routing number printed on them along with your account number. If you are unsure of these numbers or are using a savings account call your financial institution for verification. Remember to send in a voided, blank check or a savings account deposit slip so we can verify the routing and account number information.

### **What if my financial institution information changes?**

If you need to update your financial institution information, please check the "UPDATE INFORMATION" box on a new Authorization Agreement, fill out the Agreement and mail it in. You can get an Agreement form at our office location or download it from our website at [www.hillsborogarbage.com](http://www.hillsborogarbage.com) or call and request a form and we can mail you a form.



# Hillsboro Garbage Disposal, Inc. Automatic Billing Authorization Agreement

Agreement is subject to the terms and conditions stated below.

I (we) hereby authorize Hillsboro Garbage Disposal, Inc. to initiate debit entries to my (our) bank account as indicated below at the depository financial institution named below. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with provisions of U.S. law.

New Enrollment Request     Update Information

Hillsboro Garbage Customer Number	Name on Hillsboro Garbage Account
Service Address	City, State & Zip Code
Bank Name	Bank Branch
Name(s) on Bank Account	Bank Account Type: <input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account
Name 2 if applicable	Bank Account Number
Daytime Contact Telephone Number	Bank Routing Number

**Attach a VOIDED BLANK CHECK for checking accounts - Attach a deposit slip only if using a savings account  
Deposit slips will not be accepted for checking accounts**

I authorize **Hillsboro Garbage Disposal, Inc.** to automatically debit my (our) bank account and the financial institution listed above to transfer payment for and in the amount of my **Hillsboro Garbage Disposal, Inc.** statement on the 15th day of the month in which my bill is due.

This authorization will remain in full force and effect until **Hillsboro Garbage Disposal, Inc.** has received written notification from me (or either of us) of its termination in such time and in such manner as to afford **Hillsboro Garbage Disposal, Inc.** and my financial institution a reasonable opportunity to act on it.

**ADDITIONAL TERMS AND CONDITIONS:**

- Hillsboro Garbage Disposal, Inc.** reserves the right to cancel this Agreement at any time upon 30 business days written notice to the service address provided above.
- The inability of **Hillsboro Garbage Disposal, Inc.** to secure payment from the accounts designated above may result in termination of services and/or immediate termination of this Agreement.
- With respect to withdrawals from an account at a financial institution, in addition to providing notice as stated above to **Hillsboro Garbage Disposal, Inc.** you may stop payment of a preauthorized electronic fund transfer by notifying your bank or financial institution in accordance with the procedures that it has established. Termination of a preauthorized electronic fund transfer does not effect your obligation to make timely payment to **Hillsboro Garbage Disposal, Inc.** in some other acceptable manner.
- To the extent allowable by law, the liability of **Hillsboro Garbage Disposal, Inc.** in connection with this Agreement is limited to the amount of any incorrect charge or withdrawal. **Hillsboro Garbage Disposal, Inc.** will not be liable for any other damages, whether direct, incidental, special or consequential, including but not limited to, loss of income or profits, whether or not **Hillsboro Garbage Disposal, Inc.** had knowledge of such damages might be incurred. **Hillsboro Garbage Disposal, Inc.** will not be liable: (I) for your acts or omissions, including but not limited to improper or insufficient account or other information, (II) if you fail to provide current information, should any account or other information change, (III) if you violate any terms of the Agreement; and (IV) for loss, damage, or delay caused by events **Hillsboro Garbage Disposal, Inc.** cannot control, including, but not limited to, acts of God, weather conditions, acts of public enemies, war strikes, civil commotions, or acts of public authorities with actual or apparent authority.

- This Agreement will become effective upon approval in writing by Customer, as signed in this Agreement, and when the Agreement has been issued to **Hillsboro Garbage Disposal, Inc.** either in person or by mail to the address:

Hillsboro Garbage Disposal, Inc.  
Attn: AUTOPAY  
PO Box 99  
Hillsboro, OR 97123

and with written authorization by a **Hillsboro Garbage Disposal, Inc.** representative, as signed in this Agreement and when you receive the first statement displaying "AUTOPAY - DO NOT PAY."

**CUSTOMER AUTHORIZATION**

By: Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

**Attach a voided blank check for checking accounts. Attach deposit slip FOR SAVINGS ACCOUNTS ONLY.**

**Hillsboro Garbage Disposal, Inc. Authorization - For Office Use Only.**

Date Received \_\_\_\_\_ Status:     Approved     Denied     Pending (see comments)

Entered By \_\_\_\_\_ Entry Date \_\_\_\_\_

Comments \_\_\_\_\_